

# President's Message



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Jan 18, 2019

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Dear Colleagues,

As you know, Algonquin College became a Clean Air Campus on January 1 when it adopted a permanent [Smoke-Free Policy](#) on all three of our campuses. I know this change affected many in the College community, and I want to thank all employees for their cooperation and the respect they have shown for the new policy. I also want to reinforce that this is not at all a judgement against those who smoke.

Today, I want to update employees with more details about how we will be enforcing the policy through a combination of education, warnings, and a clear disciplinary process.

That process begins with a Notice of Non-Compliance that Algonquin College

Security Officers are authorized to issue to employees and students.

It is important to point out that a Notice of Non-Compliance will not be issued immediately to every person who violates the Smoke-Free Policy. Initially, Security Officers will make people aware of the policy and ask them to comply with it by extinguishing smoking materials or leaving the Campus.

Those who continue to contravene the policy will be issued with a non-compliance notice. Further disciplinary actions will follow processes established in the College's [HR 18 Employee Code of Conduct](#).

A copy of non-compliance notices issued to employees will be forwarded to their responsible manager/chair (or the next level manager if the employee is a manager/chair). Security Services will also provide any additional relevant information regarding the notice. For example, the number of times the employee has been encountered and whether other policy infractions were involved will be noted.

This communication will advise managers of their responsibility to ensure employees comply with College policies, in accordance with the applicable progressive disciplinary measures ( *See HR 18, Section 4, Procedure a) Corrective Counselling / Discipline Stages*).

You can find the Notice of Non-Compliance [here](#). This form will also be used for students, but disciplinary measures involving students will follow the [SA 07 Student Conduct](#).

More details on the policy and its enforcement mechanisms are available at [algonquincollege.com/cleanair](http://algonquincollege.com/cleanair). This website also offers various resources, including maps of Campus boundaries, information on different smoking cessation services, FAQs, and a contact email for anyone who has questions or wants to comment.

We will monitor the success of this new policy and its enforcement system, and

make necessary changes as required.

Again, I want to thank all of you for your co-operation as we work together through this change at Algonquin College. As always, I welcome your feedback.

Sincerely,

A handwritten signature in black ink, appearing to read "Cheryl". The signature is written in a cursive, flowing style with a small dot at the end of the final stroke.